

NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



Clerk

SALARY RANGE: \$24,715.54 - \$27,824.86 (A04)

WORKWEEK: 35 Hour Workweek

POSTING PERIOD FROM: February 3, 2017

TO: February 17, 2017

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☐ Department Wide (open to Treasury employees)
☐ State Wide (all Departments/State employees)
☒ General Public

DIVISION/LOCATION:
The Office of Management and Budget
Centralized Payroll Unit
33 West State Street, 2nd Floor
Trenton, NJ 08625

JOB DESCRIPTION:

The Office of Management and Budget (OMB), seeks a Clerk to provide clerical support in the Centralized Payroll Unit. This position will support the clerical functions of the Payroll Audit and Data Entry Units. Duties include document scanning; bi-weekly payroll mailings; employment verification request processing; salary refund document control; review of employee authorization forms for processing; and keying regular payrolls, supplemental payrolls, and employee change request forms. The incumbent of this position will provide coverage of Centralized Payroll's reception desk and accompanying phone lines; does other related duties as required.

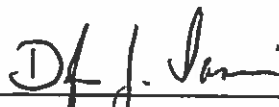
If you are interested, please submit your resume, cover letter and Application for Employment, by email only. All submissions must be received by 5:00 pm (close of business) on the last day of the posting period.

Department of the Treasury
Division of Administration/Human Resources
Employment Recruiter
Email address: EmploymentRecruiter@treas.nj.gov
(subject line: CLERK)

To obtain an Application for Employment, go to: <http://www.nj.gov/treasury/administration/pdf/hr-application.doc>. Your application *must* be completed in detail, including names and phone numbers of supervisors, dates of all employment and the reason for leaving. Be sure to answer all questions. In addition, please include (3) business references on your application.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Ianni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer